



USAID | INDIA

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USAID/India is accepting applications for the following Foreign Service National (FSN) Personal Services Contract position.

Advertisement No. : USAID/16-14

Position Title : Project Management Specialist (Livelihoods & Governance)

Opening Date : June 22, 2016

Closing Date : July 13, 2016

Number of Positions : One (1)

Office : Office of Partnerships for Innovation (Pi)

Grade : FSN-11

Location : The position is based at New Delhi.

Working Hours : 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.

Education:

Completion of a Bachelor's Degree or equivalent in law, economic and/or social sciences, business administration, international relations, rural/community development, development or field relevant to the position is required.

Experience:

A minimum 8 years of progressively responsible managerial and/or project management experience is required. Experience should demonstrate ability to effectively manage more than one activity at a time. At least two years of experience in planning, developing or managing donor-funded in a relevant field is required.

Duties:

The Project Management Specialist position is located in the Office of Partnerships for Innovation (Pi), USAID/India and the incumbent will work under the general supervision of the Pi Office Director and/or his/her designee. The incumbent serves as an expert and advisor on issues such as governance, civil society, livelihoods, empowerment of marginalized populations/communities and transparency. In this context, the incumbent requires a general understanding of Governance and its cross-sector applications. S/he requires specific technical expertise in more than two of the following: livelihoods; economics; advocacy and oversight; local governance; gender and social inclusion; and/or

legal/policy frameworks. S/he must be highly motivated, capable of working independently and as part of a team.

The incumbent's primary responsibility is to identify, develop, describe, and implement programs/projects/activities in one or more project areas, primarily in the Livelihoods and Governance areas, including:

1. A Congressionally directed activity to support the Tibetan diaspora community,
2. A high-profile, regional activity designed for Afghan women empowerment that includes U.S. Government, Government of India and Government of Afghanistan engagement, and
3. An anticipated, high-profile governance capacity building activity in the region.

These "regional" activities require engagement with a diverse range of stakeholders in India, the United States and third countries, calling for strong technical and communications/outreach skills as well as diplomatic poise.

The incumbent plays a key role in the full range of advisory, information-gathering, analytical, technical, managerial and representational services related to one or more activities within the Pi Office. S/he independently manages several activities, and is responsible for providing management and technical direction to contractors and grantees to ensure that the activity is responsive to the terms and conditions in the relevant USAID agreements, as well as the needs and expectations of project clients. The incumbent is expected to exercise initiative and independent judgment.

S/he also represents USAID/India in national and international forums and maintains middle to senior level contacts with a range of U.S. Government (USG) officials, representatives of the Government of India and international donor organizations, and professional staff of local and international non-governmental organizations (NGOs) and universities. The work includes serving as a "Contracting Officer's Representative/Agreement Officer's Representative" (COR/AOR) for USAID programs/projects/activities implemented by contract, Cooperative Agreement, or grant; participating in the design of programs/projects/activities, and the reporting on and evaluation of ongoing programs; advising on best practices; participating in technical working groups; and helping to strategically integrate the Office's activities to align with USAID/India's Country Development Cooperation Strategy, US Embassy goals and USAID/Washington led initiatives.

Broadly, the incumbent's responsibilities will include:

a. Program/Project Design, Management And Oversight

The incumbent serves as COR/AOR and/or Activity Manager for selected implementing partners (IPs), coordinates with them to facilitate implementation of projects/activities in a wide variety of circumstances, ensures high-quality results are being provided in accordance with Mission standards, and promotes best practices and procedures in managed activities. The incumbent monitors and evaluates managed programs/projects/activities through site visits, reporting, and trends analysis; works in close collaboration with other incumbents in the Mission to avoid program/project overlap; facilitates development of IP work plans and

Performance Management Plans, and coordinates preparations for IP portfolio reviews; and, participates in the review of annual, semi-annual, and quarterly IP reports, and requests or participates in the preparation of other reports as needed. The assignment requires regular site visits and other travel to priority areas where projects are implemented; in addition, the incumbent coordinates VIP and other temporary duty (TDYs) related to personally managed and Office-wide activities, as required. As may arise, oversees the design and development of new activities and ensures that new interventions are consistent with the Mission and USG strategies.

b. Communication, Advice And Advocacy

The incumbent prepares updates, briefing papers, reports, press releases and related documents. The incumbent assists senior USG, Mission, and Office staff in representing USAID to IPs, NGOs, GOI agencies, and other national and international groups and bodies, in order to develop effective and sustainable strategies for implementing programs. The incumbent collaborates with other Offices such as the Office of Program Support, the Regional Office of Acquisition and Assistance and with other Technical and Support Offices in the preparation and presentation of deliverables, and assists in monitoring Mission and USG progress toward meeting overall Mission objectives. The incumbent maintains her/his knowledge of sector and project developments, keeping the Pi Office and peers informed of current events that effect program implementation and/or may impact other USAID offices.

Related, the incumbent maintains close contact with and engages in technical and policy dialogue as appropriate with staff and senior representatives of international organizations and missions, the GOI, non-governmental organizations, the private sector and foreign donors in the sector. The incumbent assures effective coordination of USAID-funded activities with those of other donors working with the GOI and other non-governmental organizations, USAID/Washington, and the U.S. Embassy. As appropriate, develops, nurtures and sustains close collaborative, professional relationships with middle to senior level GOI central, state and district/municipal level officials, counterparts in other national and multi-lateral donor organizations like the World Bank and the European Community, international organizations such as the UN and DFID, as well as other appropriate parties such as U.S. and domestic NGOs and corporate philanthropic foundations, and leading research institutions. The incumbent represents USAID at donor and other international forums. The incumbent may mentor Project Management Specialists, Project Management Assistants, and other staff as needed.

c. Financial Management, Procurement And Other

The incumbent manages the technical review of program and activity budgets, including tracking, analyzing and reporting on financial resources in collaboration with other USAID Offices. The incumbent maintains auditable files of financial and procurement documents (e.g., contracts, grants and other procurement supporting documents) related to his/her projects and activities. The Incumbent prepares documents such as statements of work, evaluation criteria, and requirement memos, as needed and, with USAID-training, uses USAID procurement platforms accordingly.

Language:

Level IV (fluent) English proficiency, as well as extremely strong writing and presentational skills are required.

Knowledge:

The incumbent must have in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to the challenges of livelihoods and governance in Asia; broad technical knowledge of two or more of the following areas: governance, civil society, livelihoods, empowerment of marginalized populations, economics, legal/policy reform and/or related fields; strong knowledge of project or program management and organizational management and operations; working knowledge, or the potential to acquire such knowledge, of USG legislation, policy, and practice relating to development assistance, USAID programming policies/approaches and development methodology.

Skills and Abilities:

The incumbent will successfully demonstrate the following skills and abilities:

- Strong organizational skills and the ability to work independently with little supervision.
- Ability to plan, organize, manage, and evaluate complex program/project activities.
- Excellent verbal and written communication skills, tact, and diplomacy in order to establish and develop sustainable working relations and a high level of trust with senior- and middle-level GOI and State officials, and with public and private organizations, such as primary USAID technical contacts in the development area.
- Ability to negotiate program/project plans and resolve program/project implementation issues with appropriate organizations, technical advisors, IPs, counterparts, and peers.
- Sound analytical ability to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor the performance of budgets, and the development of periodic work plans.
- Ability to work effectively in a collaborative team environment, and to achieve consensus on policy, program/project, and administrative matters.
- Ability to work effectively under pressure and demonstrate skill to manage more than one activity at a time.
- Solid computer skills in order to manage assigned activities and to achieve set goals and achievements, both technical and financial.
- Ability to travel both domestically, primarily for site visits, and periodically internationally for training et al.

To Apply:

1. Interested applicants must apply on Application for Employment as a Locally Employed Staff or Family Member Form (DS-174) (attached). Please note: Must answer all the questions in DS-174 application form.

You may also click the link below to access the above form:

http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc

Applications not submitted in the specified form will not be accepted.

2. Submit **electronic copies** of applications to: indiaper@usaid.gov

Or

Print copies of applications to:

Human Resources
United States Agency for International Development
U.S. Embassy
Shantipath, Chanakyapuri
New Delhi – 110 021

3. **Applicants must specify the advertisement number and position title in Column 1 of the Employment Form.** Applications without reference to a specific advertisement number will not be accepted.

Notes:

Probationary Period: FSN employees currently serving their probationary period or with less than one year of USG service are not eligible to apply. Employees desiring a change after the initial probation period will be required to be in their present position for not less than 120 days.

Compensation: The selected individual will be compensated in accordance with the Local Compensation Plan for Foreign Service National (FSN) employees.

Applicants living outside New Delhi / NCR should note that if selected for the position, no resettlement travel or housing is associated with the position. It would be the candidate's responsibility to travel to New Delhi in a timely manner for the pre-employment clearances.

Age Requirement: Consistent with local law, customs, and practices, the separation/retirement age for Foreign Service National (FSN) employees is 60 years.

Equal Employment Opportunity: It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.